

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;">PANAMA</div>	2. Agency <div style="text-align: center;">DEPARTMENT OF STATE</div>	3a. Position Number <div style="text-align: center;">313201 A52607</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) <u>A52634</u> (Title) <u>Housing Inspector</u> (Series) <u>1205</u> (Grade) <u>FSN-8</u></div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Maintenance Foreman - 1210	FSN-6		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> ) Embassy Maintenance Foreman		7. Name of Employee		
8. Office/Section Management Section		a. First Subdivision Facilities Management		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.   <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Employee</div>  <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.   <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Supervisor</div>  <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.   <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Chief or Agency Head</div>  <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.   <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Admin or Human Resources Officer</div>  <div style="display: flex; justify-content: space-between;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position  As the Embassy Maintenance Foreman, serves as the direct assistant to the Building Engineer, and is responsible for directing the activities of all technicians under his direction				
14. Major Duties and Responsibilities				

**Operation Support:****50 % of Time**

1. The Embassy Maintenance Foreman supports the Building Engineer and is responsible for managing and directing the activities of all technicians under his direction, and is expected to exercise considerable initiative and independent judgment to ensure that the quality and quantity of work performed is in compliance with applicable safety standards and operating policies
2. Using the DoS Computerized Maintenance Management System (CMMS). Assigns daily work order tasks to serves the HVAC mechanical systems, power generation and electrical distribution network, water filtration, water storage tanks, plumbing system, emergency management systems, underground fuel storage tanks, fire suppression and alarm controls.
3. Inspects the job site, ensuring proper use of time, tools, specialty diagnostic devices materials, parts and provide data on all completed preventive maintenance task, spares, and consumables. Requisitions all materials needed to complete the assigned task and ensure support equipment and skilled personnel are assigned to each job. Ensure housekeeping and cleanup is part of every job.

**Maintenance Support:****30 % of Time**

1. Ensure all furnishings, specialized systems, grounds and building interior and exterior are maintained for a safe, secure environment for employees and visitors.
2. Assists in preparation of Statements of Work (SOW) and construction documents for repairs, new construction and renovation work. Assistance includes obtaining telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks. Monitors contractors work for providing products and services as the terms and conditions of the contract. Assists in developing punch lists, testing, and inspections as required to ensure quality services and construction work and assists LES Facility Maintenance personnel in the performance of in-house projects.
3. Assists in providing guidance to other LES Facility Maintenance personnel and vendors/contractors in the correct operation of equipment, use of diagnostic devices and materials used to complete required maintenance activities, general operations, and future expansion projects.

**Logistic Support:****20 % of Time**

1. Records alarms and malfunctions indicated on the system operation panels. Submits monthly consumable material usage and inventory reports to the Building Engineer. Contributes to the safety program of the facility. Insures work does not present health problems or risk of injury to workers or other employees or visitors.
2. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve general maintenance practices.
3. Collateral duty assignments will be at the discretion of the Facility Manager but could include the following: Additional mechanic duties, Assistant POSHO, Government Technical Monitor (GTM), and/or Escort. Participates in LES Facility Maintenance personnel training programs sponsored by DOS, manufacturers and private vendors.

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency**

#### 15. Qualifications Required For Effective Performance

- a. Education: The position requires successful completion of secondary school. (1) year of journey-level training in the repair and maintenance of Mechanical systems. With one (1) year of the required experience
- b. Prior Work Experience: Three (3) years of experience as a maintenance foreman, to include a minimum of One (1) year of experience working in large, modern, commercial or government office building in operations and maintenance.
- c. Post Entry Training: Position may require individual to travel TDY for the purpose of receiving on the job training to become familiar with mission maintenance operations. Training to operate Work Order for Windows will be provided. Vendor sponsored controls training will be sought. Training plans will be coordinated by the Facility Manager and Post Management. Additional available training includes the following:

Distance Learning:

PA296 - How to be a Contracting Officer's Representative;

PA526 - ProjNet SM Facilitating Design and Construction Communication

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III in both English and Spanish, written, reading and spoken proficiency required.
- e. Job Knowledge: The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a good working knowledge of building systems (structure and design), direct digital control technology, devices and sequence of controls. He or she must be familiar with international building, mechanical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, knowledge electrical systems, variable frequency drive (VFD) and familiarization of the proper use of hazards chemical materials is needed. Knowledge of normal, standby, and emergency modes of building systems is required. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc) and other computer programs like AutoCAD. Knowledge of U.S. building, trade, construction, fire, and safety codes and standards are required.
- f. Skills and Abilities: The incumbent shall have the skills and abilities in the following areas: testing mechanical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot and repair building mechanical control automated systems and all associated devices. Additional skills include working with building systems powered by emergency standby generator; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information. A driver's license (Type C) is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must have (1) year of journey-level training in the repair and maintenance of Mechanical systems.

#### 16. Position Elements

- a. Supervision Received: Incumbent receives general supervision from the Building Engineer and or Facility Manager.
- b. Supervision Exercised: Position may be required to supervise 6-8 staff mechanics, trade helpers or others assigned to assist as necessary and in the absence of the Building Engineer.
- c. Available Guidelines: Department of State rules and regulations including the Foreign Affairs Manual (FAM), manufactures technical library, operations and maintenance manuals, equipment maintenance plans, and OBO technical guidelines including the Work Orders for Windows Training Guide.
- d. Exercise of Judgment: Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the Embassy/ Consulate staff and all visitors.

e. Authority to Make Commitments: Authority to make commitments on materials, specifications and designs as authorized by the Facility Manager or an assigned Supervising Engineer

f. Nature, Level and Purpose of Contacts: He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractor shall be held at a minimum or otherwise as directed by Facility Manager

g. Time Expected to Reach Full Performance Level: 6 to 8 months